

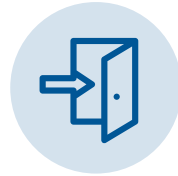
How To Be A **SUCCESSFUL** **ONLINE LEARNER**

One of the biggest challenges for online students is managing time successfully. Poor time management can lead to falling behind in readings, discussions, and adequate study time. However, there are some approaches that can be taken to ensure successful, productive, and positive time management.



Recognize That You Are in Control

Empower yourself to be in control of the trajectory of your educational journey.



Log-in to Your Course Daily

Stay on top of due dates, discussion board activities and assignments.



Don't Be Afraid to Ask for Help

When you encounter a problem, stop what you are doing and reach out for help immediately.



Prioritize Your Time

Choose to spend a set number of hours each week working on assignments and studying.



Have Access to Reliable Internet

An internet connection gives you the opportunity to check in and stay current with courses.



Find Balance

Make enjoyable breaks a part of your schedule. When you finish a task, give yourself a break to recharge and breathe.